



TOWN OF ISLIP
OFFICE OF THE TOWN CLERK

REGINA V. DUFFY
TOWN CLERK & REGISTRAR

Application for Carnivals, Cruises and Outdoor Shows

MUST HAVE SKETCH INDICATING THE LOCATION & NUMBER OF ALL RIDES, CONCESSIONS & EQUIPMENT TO BE PLACED ON THE SITE

Date Application Submitted: _____ Date(s) of Event: _____

Name of Organization: _____

Address: _____

Telephone #: _____ E-mail: _____

Purpose of Amusements and disposition of proceeds: _____

Name two organization representatives & positions:

Name: _____

Name: _____

Position: _____

Position: _____

Home Address: _____

Home Address: _____

Home Tel #: _____

Home Tel #: _____

Business Tel #: _____

Business Tel #: _____

Date of Birth: _____

Date of Birth: _____

Social Security #: _____

Social Security #: _____

Telephone or Cell # of person who will be at the event the day of: _____

Name, Address, Tel. # of Carnival Operator: _____

Full description of amusement activities: _____

Number of Rides: _____ Adult Rides: _____ Children's Rides: _____

Days and hours of operation: _____

Location of Event: _____

Location of Rides: _____

****ANTICIPATED ATTENDANCE (REQUIRED):** _____

Organization representative: _____

Signature & Title: _____

Organization representative: _____

Signature & Title: _____

(NOTE: If food is going to be served, Suffolk County Dept. of Health Services must be contacted at 631-854-0410)

Application for Carnivals, Cruises and Outdoor Shows

All amusement are prohibited in the Town of Islip except those conducted under the sole management and for the profit of local religious, fraternal, education, political, veterans', firemen, civic, non-profit or charitable organizations when authorized by a permit approved by the Town Board ****SITE MUST FIRST BE APPROVED**

ALL PERMIT APPLICATIONS MUST BE FILED WITH THE TOWN CLERK AT LEAST FORTY FIVE (45) DAYS PRIOR TO THE COMMENCEMENT OF SUCH EVENT.

TIME LIMIT: No more than six (6) days duration and only two (2) permits may be issued per organization for each calendar year.

1. LIABILITY INSURANCE CERTIFICATE - TOWN OF ISLIP MUST BE NAMED AS ADDITIONAL INSURED. Not less than \$1,000,000 dollars for bodily injury and \$200,000 dollars for damage to property*. All insurance will be non-cancelable without ten (10) days prior written notice to the Town Clerk.

***ADDITIONAL INSURANCE COVERAGE MAY BE REQUIRED.**

2. SURETY FOR RESTORATION OF PROPERTY:

Deposit may be paid by cash or certified check to the Town Clerk. (If the applicant fails to clean and restore the amusement area, or if damage is done to public or private property as a result of said amusement event, the Town Clerk may apply the surety to the cost of cleanup or restoration and may recover from the organization such additional costs as may be incurred.)

3. LETTER OF PERMISSION FROM PROPERTY OWNER (NOTARIZED)

4. REGISTRATION OF PROFESSIONALS AND CHARITIES:

Every professional fundraiser and charitable organization shall provide proof of valid registration with the Secretary of State and also proof that a surety bond is on file with same naming them as obligor.

5. PROOF OF INSPECTION:

Prior to opening, all mechanical rides must be inspected by the New York State Department of Labor. (Town Clerk's Office initiates this process.)

6. RESTRICTIONS REVOCATION:

No permit for an amusement event shall be issued, and any outstanding permit may be revoked if the Town Board determines that such amusement event includes an activity which, in the judgment of the Town Board will disturb the order and peace of the Town or will jeopardize the health, safety or welfare of the residents of the Town of Islip.

7. INSPECTIONS:

Event will be subject to inspections to ensure ingress and egress for emergency vehicles.

8. ** ANTICIPATED ATTENDANCE OF 5,000 OR MORE:

Event will be subject to inspections to ensure compliance with Islip Town Ordinances and NY State Fire Code chapter 24 regarding crowd control. Applicant must supply a NYS Sanitary Code Part 18 permit issued by Suffolk County Department of Health Services.